

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



January 31, 2011

EBLAST

TO: IV-D DIRECTORS

SUBJECT: NEW DEPARTMENT OF MOTOR VEHICLES REQUIREMENTS

During the Summer of 2009, the Department of Child Support Services (DCSS) Information Security Office (ISO) began collaboration with the Department of Motor Vehicles (DMV) to process access request applications from the Local Child Support Agencies (LCSAs). Since then, all LCSAs have had their applications approved and are now able to access the DMV system. The last piece of documentation that needed to be formalized was the Memorandum of Understanding (MOU), which details the roles and responsibilities of DMV and those agencies who access their system.

The DMV has recently notified the DCSS that they have discontinued the MOU requirement. Instead, the DMV is requiring that the DCSS and all LCSAs who access their system submit (1) Government Requestor Account Application (INF 1130), (2) Signature page from the Request Package and (3) Social Security Number Addendum. These documents should be signed by the LCSA Director or designee.

The DCSS ISO has prepared all required documents for your convenience. They will be sent separate from this notification via e-mail to each individual LCSA. Please review the documents for accuracy, make any changes if needed, print and sign. Please mail your original, signed documents to our office by February 14th to:

Department of Child Support Services
Information Security Office – MS 40
P.O. Box 419064
Rancho Cordova, CA. 95741-9064

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If you have any questions or concerns regarding this matter, please contact John Lozano at (916) 464-5215.

Sincerely,

LAWRENCE TROXLER
Chief, Information Security Officer